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# Board Report

Chief of Staff

## Elizabeth Martinez

Chief of Staff

The end of the school year is upon us and we are in the throws of closing out strong while preparing for a successful launch of a new year. For this report, I will provide you a brief summary of the results from our charter authorizer annual oversight visit, and update on staff vacancies and current recruitment status, as well as our vaccination policy and current vaccination rates for employees.

### **Contra Costa County Office of Education (CCCOE): Annual Oversight Visit**

On March 26th, 2021 we hosted representatives from our authorizer, CCCOE, for an annual oversight visit. The visit encompasses a full review of key policies, processes, and our facilities; its overarching goal is to assess our school's ability to educate students safely and effectively. Our facilities are evaluated using the [state's Facilities Inspection Tool \(FIT\)](#). The **representative's final report found that our facilities are in compliance with all requirements and we earned a FIT score of 100% and 98% for the middle school and upper school buildings respectively.** The **evaluation of our curriculum, teaching practices, and parent engagement was very positive and found no areas of concern or non-compliance.** Lastly, the **evaluation of our governance practices and our school policies found no areas of concern or non-compliance.** On an anecdotal note, the representative shared that the commitment expressed by our teachers, leaders, and parents was infectious and inspiring. She wanted to make sure our staff knew that MWA was a special place and that she was grateful to learn about MWA and public charter schools in general.

### **Update on Confirmed Voluntary Departures**

In an earlier board report (March 2021) I shared results from our Intent to Return process and our anticipated vacancies for 2021-2022. As we head into the final leg of the school year, we have a clearer view of staff transitions. **Below you will find a list of the confirmed positions being voluntarily vacated for next year and the current recruitment status.**

- Senior Director of Academic Instruction - **finalist candidates identified**
- Director of Academic Instruction Math/Science - **finalist candidates identified**
- Director of Academic Instruction for Humanities - **finalist candidates identified**
- Associate Director of College and Career Counseling - **filled**
- Middle School Social Worker - **finalist candidates identified**
- Director of Data and Assessment - **recruitment is active**
- Special Education Resource Teachers (2) - **1 of 2 filled**
- Upper School Social Science Teacher - **filled**
- Middle School Science Teachers (2) - **1 of 2 filled**
- Middle School Art Teacher - **recruitment is active**
- Middle School Math Teacher - **finalist candidates identified**
- Assistant Substitute Coordinator - **recruitment is active**

**We have been fortunate to have these folks serve MWA and we are thankful for their service, we wish them nothing but the best in their next endeavors.** As you can see from the recruitment status by position, our Talent Team has been busy working to fill the vacancies and this was in part due to the advance notice we received from the majority of these folks, for that we are thankful. These vacancies were communicated directly to our staff in a written update and we invited all staff to attend a live session to share their questions about the plans for addressing the vacancies in the upcoming school year. MWA families will receive communication about these transitions prior to the May 6th, board meeting.

With this confirmed list of departures, **our estimated staff retention rate is 90% but we will confirm this number and compare it to national averages after the close of the school year.** Although our retention rate is great, we still hope to learn more about these folks' decision to transition during their Exit Interviews; I will report back with those learnings during the first board meeting of the 2021-2022 school year. Finally, you will find a quick comparison of reasons for not returning that have been communicated to us so far.

**Comparison of Reasons for Not-Returning (year-to-year),  
data collected March 2021**

| 2020-21  | 2021-22  |
|--|--|
| <ul style="list-style-type: none"><li>• Relocating</li><li>• Graduate School</li><li>• Career Change</li><li>• Impact of reorganization</li><li>• Career Change</li><li>• Sustainability</li></ul> | <ul style="list-style-type: none"><li>• Relocating</li><li>• Graduate School</li><li>• Personal Safety due to COVID</li><li>• Sustainability</li></ul> |

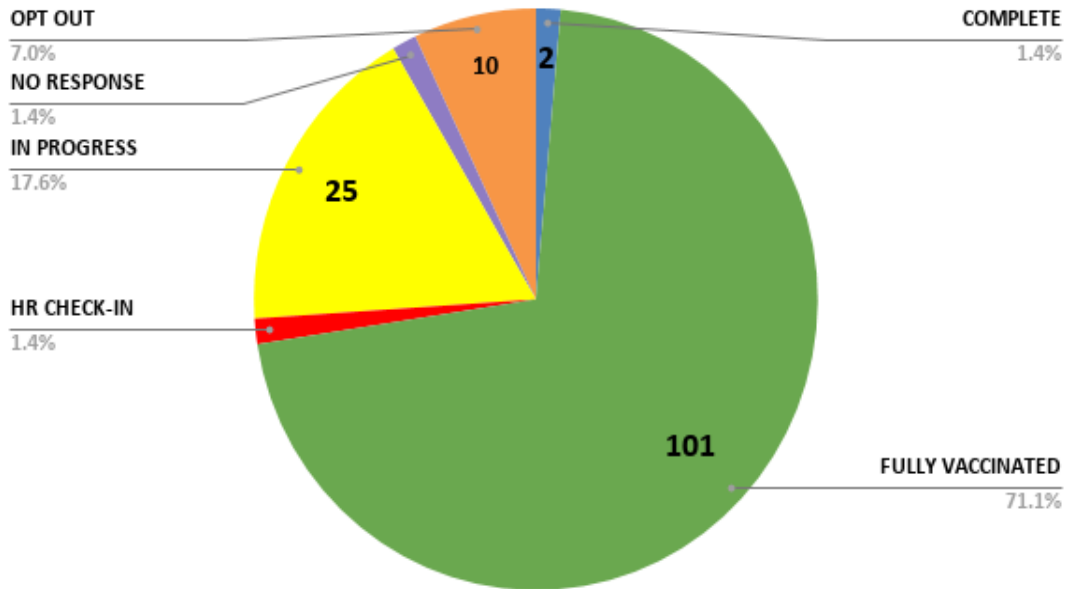
**Vaccination Policy & Data on Employee Vaccination Rates**

Presently, vaccination against COVID-19 is highly encouraged but not required. And yet, **I am very happy to report that 128/141 employees are either partially or fully vaccinated against COVID-19 at this time** (see chart below). Our efforts during this stage have been centered around dissemination of information and education on the benefits of vaccination. **Out of the 13 employees who are not currently vaccinated 2 are not returning next year, 3 are teachers, and the remaining 8 are non-instructional staff.**

To facilitate a safe return back to in-person instruction, MWA will implement a vaccination policy, with the support of the board, in alignment with current federal, state, and local law and public health guidance. The policy will be included in our Employee Handbook. **Once the policy is passed and in-person work is required, all employees must comply with the vaccination requirement unless they qualify for an exemption due to a qualifying disability or sincerely held religious belief, practice, or observance as defined by applicable law.** If employees qualify for an exemption we would assess if their exemption can be accommodated without creating a direct threat to health and safety at MWA, or if the accommodation will cause an undue hardship that is disruptive, substantial, or fundamentally altering to the nature of the School's operations. The Director of Human Resources is currently working on scenarios that outline the different pathways for those who elect not to comply with the requirement without a qualifying exemption and the accommodations for those who have a qualifying exemption on file with the school.

We are hopeful that the vast majority of our staff will be completely vaccinated prior to the start of the upcoming school year. Human Resources will continue to focus on providing opportunities for discussion and education for our employees to make sure they have as much information in front of them as possible with regards to vaccinations. At the same time, we are beginning to receive information on vaccination availability and requirements for students to 12 years of age and older giving us hope for a stronger sense of normalcy as we begin the next school year.

### COVID-19 Employee Vaccine Status Weekly Dashboard



#### Definitions

- **No Response:** HR has not received a response from employee regarding their vaccination status.
- **HR Check In:** Employee has requested a check in with HR to discuss their vaccination status.
- **Opt Out:** Employee has opted out of getting the vaccine while it is encouraged.
- **In Progress:** Employee is partially vaccinated.
- **Complete:** Employee received required doses.
- **Fully Vaccinated:** Employee received all required doses over 2 weeks ago.